

DUTY STATEMENT

Classification: Staff Services Manager I (Supervisory)	Branch: Financial Services
Work Title: Budget Officer	Section: Budget Office
CBID: S01	Position #: 202-4800-____
KEY = (E) ESSENTIAL OR (M) = MARGINAL	

POSITION DESCRIPTION:

Under the direction of the Executive Directorate, has responsibility for carrying out all budgetary and audit functions of the California Energy Commission.

DUTIES AND RESPONSIBILITIES:

- 45% Plans, directs, and evaluates all budgetary and audit functions of the Commission. Directly supervises four staff, including annual budget development and maintenance, fiscal audits of Commission programs, and employee performance appraisals and staff development and training. (E)

- 30% Participates in the planning and development of fiscal policy issues. Assists the Executive Office in budget development and budget management processes. Monitors expenditures, reimbursements and revenues and provides status reports that highlight critical issues and recommend solutions. (E)

- 10% Responsible for fiscal program audits to ensure proper safeguarding of state assets and to identify opportunities to streamline activities and reduce expenditures. Present management with findings and recommendations and participates in policy decisions to implement recommendations. (E)

- 10% Responsible for discussing and negotiating fiscal and programmatic issues with Department of Finance, Legislative Analyst's Office, and Legislative Committee Consultants. (E)

- 5% Plays a central role in the Commission's automated fiscal, personnel, and MIS systems. Monitors and evaluates the performance of existing systems, reviews opportunities for system improvement, and directs/coordinates procedural changes between offices. (M)

<i>Employee's Signature</i> _____	<i>Supervisor's Signature</i> _____
VACANT Date	CLAUDIA CHANDLER Date